

# **HR Work Group to the Advisory Council**

## **Meeting Minutes**

**March 30, 2012, (Continuation meeting) April 4, 2012**

**9:00 AM – 12:00 PM**

**Members Present:** James Fehr – March 30, Kenneth McElroy, Brent Rabe, Marty Roos, Kila Shepherd, Deborah Sloat – April 4, and Diana Piccono

**Members Absent:** Deborah Sloat – March 30, James Fehr – April 4

**Facilitator:** Chris Christensen

**Meeting Summary:** Gary Phillips

**Welcome:** Gary Phillips thanked the group members for their participation.

**Meeting Purpose:** Confirm issue statement, define and develop the deliverable, and select a speaker.

### **Meeting Summary (March 30)**

Facilitator reviewed the agenda and ground rules. Group asked that agendas and minutes be circulated prior to meetings for review.

Group approved the February 29 minutes with a spelling correction.

Group came to consensus on the issue statement that had been circulated via e-mail prior to the meeting.

**Group Discussion:** The group defined the deliverable as an outline for a performance management implementation guide, to include a performance management philosophy statement, the goal and intent of the guide, and a glossary of terms. The group also agreed to develop the outline by stages of performance management implementation so any agency could use the guide no matter their stage of performance management implementation or resources available to them, and to include a self-assessment.

The group developed a performance management philosophy statement and began a glossary terms. Time was running out, so the group agreed to a second meeting to complete the deliverable.

**Commitments:** Gary Phillips will schedule a continuation meeting for the following week, and will research HR definitions for glossary terms identified in the meeting.

**Closing Comments:** Gary Phillips confirmed availability options for the next meeting.

### **Continuation Meeting (April 4)**

**Welcome:** Gary Phillips thanked the group members for continuing the work they had started on March 30.

**Meeting Purpose:** Develop the deliverable, elect a presenter, and discuss the presentation (develop the report). Ensure consensus on final decisions/work products.

### **Meeting Summary**

Facilitator reviewed the agenda and ground rules, indicating we would continue where we had left off from the previous agenda.

Group revisited the performance management philosophy statement and slightly modified the statement, obtaining consensus for the change.

Group Discussion: The group developed the deliverable. Gary Phillips had provided definitions for terms identified in the March 30 meeting, and had added several terms and definitions to the list. Gary had also send the group a copy of a report from a Federal Work Group, outlining a performance management pilot (GEAR) and discussed research findings in general.

The group developed the outline for the performance management implementation guide. The group also drafted a statement of the goals and intent of the guide, and then decided which terms should be included in the glossary (for the deliverable). The group reviewed definitions for terms (to some degree) as time was becoming a factor.

Gary Phillips nominated Brent Rabe to present and Marty Roos nominated Diana Piccono to co-present. The group seconded and agreed. The group discussed the report/presentation and agreed to hand out the report during the meeting and use PowerPoint to make the presentation.

Facilitator obtained consensus concerning work products and presentation approach.

**Commitments:** Gary Phillips will draft the report and send to the group for comment, and find out how much time the speakers will have on the agenda. Dianna Piccono will develop a draft PowerPoint presentation and work with Brent Rabe to finalize.

**Closing Comments:** Gary Phillips thanked the group for their work.